

CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.



Contracts Data Capturer (Fixed Term Contract) Grade: B3 Reference no: FIN/04/25 (External)

PURPOSE OF THE JOB

The Contracts Data Capturer has to perform functions within prescribed procedures and standards, support the contracts department in efficient and effective operation.

REPORTS TO

Contracts Buyer

MINIMUM QUALIFICATIONS

- Grade 12
- National Diploma (NQF level 6) in purchasing management / equivalent or studying towards
- Computer Literacy and experience required

MINIMUM EXPERIENCE

- Minimum 1 year Supply Chain experience
- Experience in drafting tender enquiries
- Mining industry experience will be advantageous
- Experience working on Delta system will be advantageous

COMPETENCIES

- Good communication skills
- Must have understanding and knowledge of tendering process
- Must have an understanding and knowledge of commercial processes
- Familiar with purchasing systems
- Good Time Management
- Ability to work under pressure and meet deadlines

JOB RESPONSIBILITIES

- Update contract prices monthly, quarterly and annually on the Coupa ERP system;
- Assist Contracts Buyers in compiling tender documents, including the tender pack, arranging site briefings and sending out tender enquiries;
- As soon as the tender committee members have awarded the contracts, send out successful and regret letters to the respective suppliers;
- Ensure proper electronic and physical filing of all contract and tender-related documents;
- Attend site briefing sessions or coordinate Teams site briefing meetings;
- Resolve stakeholder queries efficiently;
- Assist with sourcing quotes through the RFQ process in alignment with TRP's tender and sourcing strategy;
- Responsible for all contracts documents to be filled accordingly received by supervisors;
- Expedite and follow up on tenders issued to respective suppliers;
- Assist Contracts Buyers with the pre-qualification questionnaire process.

TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

EQUITY STATEMENT

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

POPIA DISCLAIMER

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentP@trp.co.za Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

Closing date: 27 February 2025

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

Follow us on LinkedIn: <https://www.linkedin.com/company/two-rivers-platinum-mine>



FRAUD ALERT

TRP subscribes to ethical recruitment processes. We will never:

- ◆ Ask for money in exchange for any application, medical assessment, and interview or to be appointed.
- ◆ Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.

